

Instructions to complete the Authorization for Disclosure Form

Line

1. Name, Social Security Number and Date of Birth of Employee.
2. List specific information you want released to an individual.
3. Name of individual you want your PHI released to.
4. Relationship the individual is to you (i.e. spouse, child, etc.).
5. Give mailing address of the individual receiving your PHI.
6. List what the information will be used for.
7. Give a password that will be used to identify the individual when they call.
8. Give a hint for the password in case the individual forgets what the password is.
9. Give a date for how long you want the Authorization to be good for.
10. Sign and date the form.
11. Give your mailing address.